

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, JUNE 24, 2010

MINUTES

Present: Tom Callahan (Chair), Michael Allison, Phil Barry, Harry Birkenruth, Matt Hart and Frank Vasington

Staff: Cynthia van Zelm

Guest: Howard Kaufman (by telephone)

1. Call to Order

Phil Barry called the meeting to order in Tom Callahan's absence at 3:05 pm. Mr. Callahan arrived shortly thereafter.

2. Approval of Minutes from May 27, 2010

Harry Birkenruth made a motion to approve the May 27, 2010 minutes. Matt Hart seconded the motion. The motion was approved unanimously.

Frank Vasington made a motion to go into executive session to review and discuss commercial and financial information provided in confidence by Storrs Center Alliance – CGS 1-200 (6), 1-210(b)(5)(B).

Mr. Birkenruth seconded the motion.

The motion was approved unanimously.

3. Executive Session – Review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance

Present: Committee members Mr. Allison, Mr. Barry, Mr. Birkenruth, Mr. Callahan, Mr. Hart and Mr. Vasington.

Also Present: Mr. Kaufman and Ms. van Zelm

4. Old Business – Review of Budget and Personnel

Mr. Callahan referenced a handout with the expected cost of adding health insurance coverage for staff. He also noted that there is additional need for the professional services of AECOM (formerly ERA) to assist the Town with its development agreement and further financial analysis of Storrs Center. Mr. Hart estimated a \$20,000 cost. Mr. Callahan said he is comfortable with these additional expenses which would need to come from the Partnership's fund balance. Mr. Callahan noted that it will be important to review the Partnership's long term operating budget vis a vis the additional costs.

Mr. Callahan made a motion to recommend to the full Board of Directors that an additional estimated \$11,868 be provided from fund balance for health insurance and \$20,000 be held as a contingency for potential professional and technical costs. Mr. Barry seconded the motion. The motion was approved unanimously.

5. Update on Four Corners Sewer and Water Advisory Committee

Ms. van Zelm said the Town Meeting on a bond to approve design of a sewer pump station at Four Corners and continued study of water supply at Four Corners was approved. The next step will be for Town staff to prepare and release requests for qualifications for the work.

6. Adjourn

The meeting adjourned at 4:52 pm.

Minutes taken by Cynthia van Zelm